

ADMINISTRATIVE - INTERNAL USE ONLY

Official Record Copy
Office of Personnel

OP MEMORANDUM NO. 20-17-32

26 August 1982

OFFICE OF PERSONNEL MEMORANDUM

SUBJECT: Requests for Personnel Action - Advance Notification
to the Office of Finance

REFERENCE: Staff Personnel Actions

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RESCISSION: OPM 20-17-29 dated 7 September 1979, Requests for Personnel
Action - Advance Notification to the Office of Finance

1. In most cases the copies of Notification of Personnel Action, Form 1150, provides the Office of Finance (OF) with the necessary information to ensure that employees are paid properly when personnel actions affect them. However, OF has required that an advance copy of the Request for Personnel Action, Form 1152, be forwarded to the Payroll Branch/OF in connection with Integration, Leave Without Pay, and Separation actions.

2. OF recently advised that they wish to cancel the requirement for an advance copy of Form 1152 in connection with Integration action and to add the requirement for an advance copy of Form 1152 in connection with Conversion to Reserve Appointment-WAE actions (WAE Spouse Program).

3. Currently, OF requires that an advance copy of Form 1152 be forwarded to Payroll Branch/OF only in connection with the following types of personnel actions:

- a. Conversion to Reserve Appointment - WAE
- b. Leave Without Pay
- c. Separations (all types)

James N. Glerum
Director of Personnel

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